
Sent: Friday, April 25, 2008 7:31 PM
To: 'Burch, Kelly '
Subject: FW: Advance Letter- Actually We Just Need the Letterhead

Kelly,
I don't know if you remember the conversation we had about this. Do you think we could do the sponsorship this way- where you provide generic state letterhead and envelopes to Westat?

Thanks,
David

From: Sherry Sanborne [mailto:SANBORS1@WESTAT.com]
Sent: Friday, April 25, 2008 10:23 AM
To: David Chapman; Colleen Donovan
Cc: Sherry Sanborne
Subject: FW: Advance Letter- Actually We Just Need the Letterhead

Hi David

Actually, the easiest thing would be just for the state to send us blank letterhead and letter size envelopes and we will produce the advance letters here. This is what we typically do with our mailouts. Please send 4,275 or so sheets and envelopes to:

Sherry Sanborne
Westat
1650 Research Blvd
(RW 2548)
Rockville, MD, 20850
(301) 251-4399

-----Original Message-----

From: Mike Shea
Sent: Friday, April 25, 2008 10:35 AM
To: Sherry Sanborne
Subject: FW: Advance Letter

Sherry,

Can you send the word version of our advance letter.

-----Original Message-----

From: David Chapman [mailto:DChapman@stratusconsulting.com]
Sent: Wednesday, April 23, 2008 4:02 PM
To: Mike Shea; Colleen Donovan
Cc: Sherry Sanborne
Subject: RE: Advance Letter

Mike,
Yes, I talked with the State about this and they are fine with it.
Can you send me a clean word copy of the advance letter? I'll have them get them on their letterhead. How many copies do we need?
I think we'll still have to keep you as the contact, as I don't think there is anyone at the state that could field the calls.

By the way, did we get any calls?

Also, do you have a schedule for the debriefing calls? I know I need to get a few basic questions together, but we really want to get their impressions of how things went and if they felt there were any areas of the survey, or questions that were difficult for them.

I'd like to do soon after they complete, so things are fresh in their minds. But I need to coordinate with Jon and Roger's schedules - which is never easy. If you can let me know times, that would be great.

Thanks,
David

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From: Mike Shea [mailto:MikeShea@westat.com]
Sent: Wednesday, April 23, 2008 1:49 PM
To: David Chapman; Colleen Donovan
Cc: Sherry Sanborne
Subject: Advance Letter

David,

During the training in Tulsa, we talked to you about getting an advance letter for the second Pilot from the State of Oklahoma. This advance letter would be on State of Oklahoma letter head and would either identify someone in Oklahoma to contact if the respondent had any questions or we would keep my name as the contract person.

Can we get the advance letter for the second Pilot?

Michael Shea
Senior Study Director
Westat
1650 Research Blvd.
Rm RW 3538
(301) 610 5195

Fax (301) 610 5128

From: David Chapman
Sent: Friday, June 20, 2008 11:01 AM
To: 'Kelly.Burch@oag.ok.gov'
Subject: FW: Cover letter
Attachments: Advance Letter Mailout.doc

Kelly,
Sorry I haven't been able to connect with you on the phone.
This is a copy of the cover letter that we would like to go out under
state letter head.

We can revise slightly to include a stronger encouragement by the state for people
to participate.

I'd like to know if you think we can either get letter head and have Westat send out,
or if the State wants to send it out. That would entail getting you the addresses for the mail merge.

We are on a bit of tight schedule so if you could let me know soon that would be great.

Thanks,
David

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From: Sherry Sanborne [mailto:SANBORS1@WESTAT.com]
Sent: Friday, June 20, 2008 9:50 AM
To: David Chapman
Cc: Sherry Sanborne
Subject: RE: Cover letter

Hi David

Here is the letter we sent for the first pilot which would need to be revised slightly if it came from
the state versus Westat.

Thanks!
Sherry

-----Original Message-----

From: David Chapman [mailto:DChapman@stratusconsulting.com]
Sent: Friday, June 20, 2008 10:50 AM
To: Sherry Sanborne
Subject: Cover letter

Sherry,
Can you send me a copy of the intro cover letter? I'm trying to get the state to respond on this issue.
Thanks,
David

From: Kelly.Burch@oag.ok.gov
Sent: Tuesday, June 24, 2008 2:46 PM
To: David Chapman
Subject: Re: FW: Cover letter

Please call my cell or OKC number. Thanks, Kelly

Kelly Hunter Burch
Environmental Protection Unit Chief
Oklahoma Office of Attorney General
313 NE 21st
Oklahoma City, OK 73105
Office: (405) 522-4417

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